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Next 1 Page(s) In Document Exempt

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

EYES ONLY

The matter discussed in the attachment is of vital and essential interest to the maintenance of morale in this Agency.

Deputy Director
for
Administration

Att: DD/A 75-4214

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
6 September 1975	
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FORM NO. 1-67 237 Use previous editions

GPO : 1974 O - 535-857

(40)

EYES ONLY

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DD/P 75-4214

6 SEP 1975

Organization Outline for the Acquisition and Use of Voluntary
Legal Assistance

1. The need to accomplish what is involved in the title of this paper is known to addressees and, accordingly, does not have to be developed.

2. It appears to me that the minimal ingredients necessary to accomplish the objective are as follows. They are listed in probable order of sequence and I have added some commentary where it appears either appropriate or known: STATINTL

(a) A Recruitment Mechanism - []

[] have already started some action in this direction. I see names coming to us in at least three different fashions. This involves direct pitches to individual lawyers, such as [] are doing or may do. The enlistment of legal institutions such as the D.C. Bar Association which, if agreeable, can be corporately responsive and furnish names; and individual cooperating lawyers or law firms who themselves will furnish us additional names. I further see activity restricted to the Washington area, although a need may exist elsewhere at a later date.

(b) An Administrative Entity - More is probably involved here than we now envision. At the minimum, however, if the recruitment mechanism produces names, addresses, and telephone numbers of cooperating lawyers, this information will have to be recorded. Unfortunately, here there is a possibility for some embarrassment. I believe we will have to obtain some brief biographic data on each cooperating attorney so that a minimal security look-see can be accomplished.

In order to understand the problem of the client, I think in most cases, the lawyer will need some access to classified information. Records will have to be kept, as well as assignments made, of what cooperating lawyer is representing what employee, possible conflicts of interest on representing clients by lawyers will have to be monitored, and the workload given to any individual lawyer will have to be monitored.

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I have not completely thought this matter through but, with the approval of the Director armed with legal advice, it is possible we can use Agency employees to accomplish the work. If for any reason this can't be done, my next thought is to turn to officers of the CIA Retirement Association and enlist their help. No matter how it is done, we must realize that working space, furniture, office supplies, telephone service, etc. is involved.

(c) Communications Systems - Depending on how we implement the "administrative entity", communications systems are going to have to be developed between and among clients, lawyers, the administrative entity, and the Agency.

(d) Legal Point of Reference in the Agency - I believe it essential that the employee seeking legal assistance should first go to OGC so that OGC, on behalf of the Agency, is aware of the totality of the potential problems as seen by the employee. I believe this responsibility should not be dispersed within OGC, but should be assigned to a lawyer, or lawyers, by designation who would possess total knowledge. That legal point of reference could then establish contact with the administrative entity which, in turn, would bring about the lawyer-client relationship.

(e) Feedback to Agency - I believe it important that there exist a feedback mechanism from the cooperating lawyer to the Agency, OGC or Special Counsel as appropriate, so that we know at any given time, generally expressed, what is going on. This point may or may not present a problem of legal ethics, and I bow to the lawyers on this one.

3. We are faced with some urgency in this matter and, I would like to use this paper as a point of departure for a discussion by the end of the week of 8 September. I will be in contact by telephone to establish the meeting.

4. There are two other considerations we should bear in mind as we consider this matter. It is my understanding that there is some movement within the government that might bring forth, in one fashion or another, that which I will refer to as an official defense. The success of such a

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Distribution:

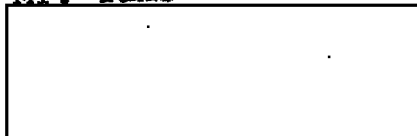
A) For Action

: Mr. [REDACTED]
Mr. Warner

STATINTL

B) For Information: DCI

Mr. Nelson
Mr. Proctor
Mr. Duckett
Mr. Carver
Mr. Cary
Mr. Iams



STATINTL
STATINTL
(Acting D/OS) 9 Sept 75

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Mr. Duckett

Mr. Carver

Mr. Cary - 2nd Cy -

Mr. Iams

8/12)

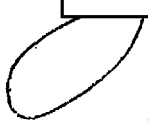
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: EYES ONLY The matter discussed in the attachment is of vital and essential interest to the maintenance of morale in this Agency. <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <div style="text-align: center; margin-top: 10px;">  John P. Drake Deputy Director for Administration </div> <p>Att: DD/A 75-4214</p>			
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